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ZNR UUUUU

R 261536Z OCT 01 ZYB

FM CNO WASHINGTON DC//N41//

TO UNSECNAV WASHINGTON DC//AAUSN//


CINCLANTFLT NORFOLK VA//02F/02F22/02F125/N6//
CINCPACFLT PEARL HARBOR HI//N80/N82/N823/N8233/N6//
CINCUSNAVEUR LONDON UK//N82/N822/N412/N66/N6//
COMNAVSEASYSCOM WASHINGTON DC//01/09A/09A3/N6//
COMNAVAIRSYSCOM PATUXENT RIVER MD//7.6/N6//
COMNAVAIRSYSCOM PATUXENT RIVER MD//7.6/N6//
BUPERS MILLINGTON TN//02/022/0222/0164/N6//
BUPERS MILLINGTON TN//02/022/0222/0164/N6//
CNET PENSACOLA FL//00C/0S8/05411/05821/N6//
CNET PENSACOLA FL//00C/0S8/05411/05821/N6//
BUMED WASHINGTON DC//01/04/N6//
BUMED WASHINGTON DC//01/04/N6//
COMSC WASHINGTON DC//N8/N85/N6//
COMSC WASHINGTON DC//N8/N85/N6//
RULSAMX/COMNAVSUPSYSCOM MECHANICSBURG PA//01/122/012E/N6//
RUWDHFG/COMSPAWARSYSCOM SAN DIEGO CA//01/08-1/08-45/01-442/N6//
RHMFIUU/COMSPAWARSYSCOM SAN DIEGO CA//01/08-1/08-45/01-442/N6//
RULSADK/COMNAVFACENGCOM WASHINGTON DC//FM/FMR-JW/N6//
RHMFIUU/COMNAVFACENGCOM WASHINGTON DC//FM/FMR-JW/N6//
RUCCFLE/COMNAVMETOCCOM STENNIS SPACE CENTER MS//N4/N4B/N413/N6//
RHMFIUU/COMNAVMETOCCOM STENNIS SPACE CENTER MS//N4/N4B/N413/N6//
RUCCNOM/COMNAVRESFOR NEW ORLEANS LA//N8/N4/N4B/N42/N6//
RHMFIUU/COMNAVRESFOR NEW ORLEANS LA//N8/N4/N4B/N42/N6//
RULSWCA/COMNAVTELCOM WASHINGTON DC//00/N3/N5//
RHMFIUU/COMNAVTELCOM WASHINGTON DC//00/N3/N5//
RULYSCC/COMNAVSECGRU FT GEORGE MEADE MD//N8/N82/N8222/N6//
RULSDSA/DIRSSP WASHINGTON DC//SSP-13/N6//
RHMFIUU/DIRSSP WASHINGTON DC//SSP-13/N6//
RUENAAA/FLDSUPPACT WASHINGTON DC//N09BF/FSA8/FSA85/FSA85C/FSA82G/N6//
RHMFIUU/FLDSUPPACT WASHINGTON DC//N09BF/FSA8/FSA85/FSA85C/FSA82G/N6//
RUCXONI/ONI WASHINGTON DC//01/121/143/1431/OOC/N6//
RULSELA/NAVSYSMGTAC WASHINGTON DC//01/N6//
RULSOCA/CNR ARLINGTON VA//08/41/822/823/N6//
RUWFAFK/COMNAVSPECWARCOM CORONADO CA//N7/N42/N421/N6//
INFO RUENAAA/ASSTSECNAV FM WASHINGTON DC//FMO//
RHMFIUU/ASSTSECNAV FM WASHINGTON DC//FMO//
RUENAAA/ASSTSECNAV RDA WASHINGTON DC//ABM//
RHMFIUU/ASSTSECNAV RDA WASHINGTON DC//ABM//

PAGE 03 RUENAAA0307 UNCLAS

RUEACMC/CMC WASHINGTON DC//LFS//
RHMFIUU/CMC WASHINGTON DC//LFS//
AIG FOUR FOUR//JJJ//
RUCOIAA/FISC NORFOLK VA//00/40//
RUENAAA/DON CIO WASHINGTON DC//JJJ//
RHMFIUU/DON CIO WASHINGTON DC//JJJ//
RUWDHLP/COMNAVREGSW SAN DIEGO CA//N8/N82//
RHMFIUU/COMNAVREGSW SAN DIEGO CA//N8/N82//
RUDIDFC/DFAS COLUMBUS OH//CO/CSM//
RHMFIUU/DFAS COLUMBUS OH//CO/CSM//

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UNCLAS SECTION 01 OF 02
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MSGID/GENADMIN/OPNAV N41//

SUBJ/NAVY MARINE-CORPS INTRANET (NMCI) AUTOMATED DATA PROCESSING
/EQUIPMENT (ADP) TURNOVER PROCESS//

REF/A/DOC/FMB/-/9APR01//
REF/B/DOC/NMCI N00024-00-D-6000/-/6OCT01//
REF/C/MSG/CNO WASHINGTON DC/061407Z/JUL01//
REF/D/DOC/SECNAV/-/7320.10/-/1AUG01//
REF/E/DOC/DISA N630-125-7/-//

NARR/REF A REQUIRES ACTIVITIES TO REPORT VALUES OF ASSETS TURNED
OVER TO NMCI CONTRACTOR TO OFFICE OF FINANCIAL OPERATIONS (FMO)
AND OFFICE OF BUDGET (FMB). REF B IS THE NMCI CONTRACT. REF C
PROVIDES GUIDANCE CONCERNING EQUIPMENT TO BE TURNED OVER TO NMCI
CONTRACTORS AS PART OF THE TRANSITION PROCESS. REF D REQUIRES
ALL ACTIVITIES TO TRACK CAPITAL ($100,000 AND GREATER) AND MINOR
($5,000 TO $99,999) PERSONAL PROPERTY IN A MANAGEMENT SYSTEM. THE
DESIGNATED PERSONAL PROPERTY MANAGEMENT SYSTEM FOR DEPARTMENT OF
NAVY (DON) IS THE DEFENSE PROPERTY ACCOUNTABILITY SYSTEM (DPAS).
REF E REQUIRES ACTIVITIES TO REPORT ALL AUTOMATED DATA PROCESSING
(ADP) ASSETS, REGARDLESS OF COST TO THE DEFENSE INFORMATION SYSTEM
AGENCY (DISA) USING THE DEFENSE INFORMATION TECHNOLOGY MANAGEMENT
SYSTEM (DITMS).//

RMKS/1. THIS MSG PROVIDES GUIDANCE TO ALL DON ACTIVITIES CONCERNING
THE SUBJ PROCESS IN ORDER TO ENSURE ACCURATE IDENTIFICATION OF ALL
DON OWNED ADP ASSETS TURNED OVER TO NMCI CONTRACTORS, MAINTENANCE OF
ACCOUNTABILITY THROUGHOUT THE TURNOVER PROCESS, AND GENERATION OF
ALL APPROPRIATE FINANCIAL INFORMATION TO MEET FMB/FMO REQUIREMENTS
AS OUTLINED IN REF A.
2. BACKGROUND. DON AWARDED NMCI CONTRACT (REF B) TO ELECTRONIC
DATA SYSTEMS (EDS) IN OCT 00. UNDER THE TERMS OF THE SERVICE
CONTRACT, EDS WILL OWN, OPERATE AND MAINTAIN ALL DESKTOP AND NETWORK
ASSETS USED TO PROVIDE NMCI SERVICES. ACCORDINGLY, ADP ASSETS WILL
BE TURNED OVER TO EDS AS EACH ACTIVITY TRANSITIONS TO NMCI.
     A. QUALIFYING EQUIPMENT. IAW REF C, ACTIVITIES WILL TURN OVER
EXISTING LAN CONNECTED ADP ASSETS (PRIMARILY CENTRAL PROCESSING
UNIT, MONITORS AND PRINTERS ALREADY CONNECTED TO THE EXISTING LAN)
TO EDS FOR THOSE SEATS IT INTENDS TO CONTRACT FOR UNDER NMCI. STAND
ALONE ADP ASSETS WILL GENERALLY NOT BE TURNED OVER TO EDS. PROPERTY
MANAGEMENT POLICY IS STRAIGHT FORWARD: IF THE ASSET IS LABELED AS AN
EDS ASSET, IT WILL BE REMOVED FROM NAVY PROPERTY RECORDS.
     B. EQUIPMENT INSPECTION. IAW REF C, EDS WILL VISUALLY INSPECT
EVERY ASSET THAT HAS BEEN IDENTIFIED AS PART OF THE LAN AND DEVELOP
A LIST OF ASSETS THAT IT WILL RECEIVE. THIS PROCESS TAKES
APPROXIMATELY 2-3 MONTHS TO ACCOMPLISH.
     C. EQUIPMENT TURNOVER DATE. PER REF B, EDS WILL ASSUME
RESPONSIBILITY FOR AN ACTIVITY'S INFORMATION TECHNOLOGY (IT) SUPPORT
AND ASSETS UPON THE ASSUMPTION OF RESPONSIBILITY (AOR) DATE.
3. RESPONSIBILITIES.
     A. PROGRAM EXECUTIVE OFFICE-INFORMATION TECHNOLOGY (PEO-IT).
RESPONSIBLE FOR PROMULGATING GUIDANCE FOR THE PROPER ADMINISTRATION
OF THE NMCI AGREEMENT AND PROPER TURNOVER OF APPROPRIATE ADP ASSETS
TO EDS.
     B. DIRECTOR OF SUPPLY, ORDNANCE, AND LOGISTICS OPERATIONS
(OPNAV N41). RESPONSIBLE FOR THE OVERALL ADMINISTRATION OF
ACCOUNTABLE PERSONAL PROPERTY MANAGEMENT IN DON, INCLUDING ADP
ASSETS.
     C. DON OFFICE OF FINANCIAL OPERATIONS (FMO). RESPONSIBLE FOR
PREPARING DON FINANCIAL STATEMENTS USING, AMONG OTHER SOURCE DATA,

INFORMATION POSTED TO DPAS.

     D.   MAJOR CLAIMANTS (MC). RESPONSIBLE FOR THE PROPER REPORTING OF PERSONAL PROPERTY FINANCIAL INFORMATION WITHIN THEIR CLAMANCIES TO INCLUDE THE ACCURACY OF DPAS RECORDS AT SUBORDINATE COMMANDS. MAJOR CLAIMANTS WILL MAINTAIN RECORDS OF ALL CLAIMANCY ADP ASSETS TURNED OVER TO EDS.

     E.   ACTIVITY COMMANDING OFFICER (CO). OVERALL RESPONSIBLE FOR PERSONAL PROPERTY ADMINISTRATION WITHIN THEIR COMMANDS. ACCOUNTABLE FOR THE PROPER TURNOVER OF ASSETS TO EDS TO INCLUDE REQUIRED DPAS ENTRIES.

     F.   ACTIVITY PERSONAL PROPERTY MANAGER (PPM)/IT REPRESENTATIVE (ITR). RESPONSIBLE FOR CONDUCTING A PROPER TURNOVER OF ADP ASSETS UNDER NMCI, INCLUDING PHYSICAL VERIFICATION OF ALL ASSETS TO BE TURNED OVER.

4.   TURNOVER PROCEDURES.

     A.   SITE PREPARATIONS. ACTIVITIES WILL REVIEW THEIR ADP ASSET INVENTORY TO ENSURE IT IS ACCURATE AND THAT ANY OBSOLETE/UNUSABLE ASSETS HAVE BEEN DISPOSED OF OR TRANSFERRED OUT PRIOR TO TRANSITION TO NMCI. THE SITE WILL PRINT OUT AN ASSET INVENTORY LISTING OF ADP ITEM IT EXPECTS WILL BE TURNED OVER TO EDS UNDER NMCI. REF C, PROVIDES GUIDANCE REGARDING THE TYPES OF ADP ASSETS THAT ARE ELIGIBLE FOR TURNOVER TO EDS.

     B.   EDS SITE SURVEY. EDS SHALL PERFORM A DETAILED SITE SURVEY OF ALL ACTIVITY ADP ASSETS IT EXPECTS TO RECEIVE. EDS WILL USE THE ACTIVITY'S INVENTORY LISTING AND VALIDATE IT AGAINST THE ACTUAL ASSETS TO BE TURNED OVER. DURING THIS PHASE, EDS WILL TAG TURNOVER ASSETS, CREATE A PHYSICAL INVENTORY LISTING AND COMPILE THE FOLLOWING ASSET INFORMATION:

         -ASSET NOMENCLATURE
         -SERIAL NUMBER
         -PROCESSOR TYPE/SPEED (IF APPLICABLE)
         -HARD DRIVE CAPACITY (IF APPLICABLE)
         -RAM (IF APPLICABLE)
         -LOCATION

     C.   SITE ASSET PRE-TURNOVER VALIDATION. ACTIVITY PERSONNEL SHALL VERIFY THE EDS PHYSICAL INVENTORY LISTING OF ADP ASSETS TO BE TURNED OVER BY PERSONALLY SIGHTING ALL ADP ASSETS.

5. FINANCIAL REPORTING PROCEDURES. NAVY WORKING CAPITAL FUND PROPERTY WILL BE RECORDED SEPARATELY FROM GENERAL FUND PROPERTY. FOR EACH FUND, PERSONNEL WILL PREPARE TWO FORM DD1149S UPON COMPLETION OF TURNOVER PROCEDURES. THE FIRST DD1149 WILL LIST ALL CAPITAL (RECORDED COST GREATER THAN OR EQUAL TO $100,000) ADP ASSETS AT ACQUISITION PRICE, ACCUMULATED DEPRECIATION, NET BOOK VALUE (UNRECORDED DEPRECIATION FOR WORKING CAPITAL FUND ASSETS WITH SALVAGE VALUES), AND GRAND TOTALS. THE SECOND DD1149 WILL LIST EACH MAJOR ADP COMPONENT BELOW $100,000 AND ITS FAIR MARKET VALUE (FMV). INDUSTRY STANDARDS WILL BE POSTED ON THE NAVY DPAS WEB SITE (HTTP:WWW.NOR.FISC.MIL/HOME/DPAS.HTM) FOR USE IN DETERMINING THE FMV OF ASSETS TO BE TURNED OVER TO EDS. THE EDS SITE SURVEY LISTING CAN BE USED AS THE CONTINUATION PAGES TO THE DD1149 TO SUPPORT THE SUMMARY LEVEL VALUES. THE LISTING MUST CONTAIN ALL REQUIRED

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